



SUBMITTING NJPDES MONITORING REPORT FORMS ONLINE

A REFERENCE MANUAL

NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION – DIVISION OF
WATER QUALITY

Introduction

The New Jersey Department of Environmental Protection has developed an on-line system that provides NJPDES permit holders a simple & easy interface to submit monitoring report forms (including DMRs, WCRs and RTRs) via the Internet.

The basic steps include:

- Downloading the monitoring report form spreadsheets to your computer
- Entering data into the monitoring report form spreadsheets
- Uploading the completed monitoring report form spreadsheets back to DEP Online
- Certifying the uploaded monitoring report forms

Establishing a MyNewJersey Account and linking it to DEP Online

Before accessing the MRFs for a facility, a user must first establish a MyNewJersey account & link DEP Online services to that account. This process will include creating a user ID and password which will be used to log on to DEP Online (if you haven't already done so). Complete instructions on establishing a MyNewJersey Account and linking it to DEP Online are found here:

http://www.nj.gov/dep/dwq/pdf/NJPDES_MRF_Submission_Service_Registration_Steps.pdf

As well as video instructions found here:

<http://www.nj.gov/dep/dwq/video/Video%201%20-%20Registration%20For%20Online%20Services.mp4>

The "NJPDES Agreement for Electronic Submission of MRFs" form referenced in the instructions below can be found at the link below. This form **MUST BE COMPLETED AND SUBMITTED FOR THE NJDEP TO GRANT ACCESS TO MRFs**. You can mail in the form to the address indicated on the form, or email it to NJPDES_EDI_SIGNUP@dep.nj.gov. For more information on the different security access levels referenced on the form, please see the descriptions of "Facility Administrator", "Responsible Official" & "General User" on page 2 of this manual.

"NJPDES Agreement for Electronic Submission of MRFs" form:

http://www.nj.gov/dep/dwq/pdf/NJPDES_agreement_form.pdf

Before Getting Started

Before jumping into the steps involved in submitting monitoring reports forms, let's quickly go over some basic terms that will be referred to throughout this manual:

"Monitoring Report Forms" are blank documents provided to a permittee so that they may record & submit sampling data as required by their respective permits. There are three (3) types of monitoring report forms: Discharge Monitoring Reports (DMRs), Waste Characterization Reports (WCRs), and Residual Transfer Reports (RTRs). Collectively these reports are referred to as "Monitoring Report Forms" or "MRFs". Throughout this manual, we will refer to all forms as "MRFs" unless addressing a specific form type.

"Facility Administrator" is an individual designated by a facility to manage user access to the facility's MRFs. This person has the ability to grant or revoke access to both Responsible Officials and General Users. Facility Administrator access also gives the user the ability to download, complete, upload, and review MRFs. However, Facility Administrator access does not by default give the user the ability to certify MRFs. The Facility Administrator must be an employee of the company, or have been designated as such in writing by an authorized representative of the company.

"Responsible Official" is an individual with full access to MRFs. They may download, complete, upload, review and certify MRFs. However, Responsible Officials cannot add or revoke security access for users. **There must be at least one individual designated as a Responsible Official for a facility to submit MRFs electronically.**

"General User" is an individual with access to download, complete, and upload MRFs. A General User cannot certify MRFs, or grant/revoke access to other users.

The following terms are referred to as "MRF statuses". Each MRF has a status in the system which reflects what step in the submittal process the MRF is at:

"Available" – the MRF is available for a user to download to their computer.

"Awaiting Upload" – the MRF has been downloaded to a user's computer, but has not been uploaded.

"Certified ½" – the MRF has been certified by one of the two required certifiers. It needs to be certified by one more person to be submitted.

"Postmarked" – the MRF has been certified and submitted to the NJDEP.

"Requested" – a request to recreate the MRF for a resubmittal has been made. This status will change to "Available" once the system recreates the requested MRF.

"Submitted via Paper" – a paper version of this MRF has already been submitted through regular mail.

"Uploaded" – the MRF has been successfully uploaded and is awaiting certification.

Instructional Videos

There is also an “NJPDES MRF Submission Service Video Training Series” located at:

<http://www.nj.gov/dep/dwg/mrf.htm>

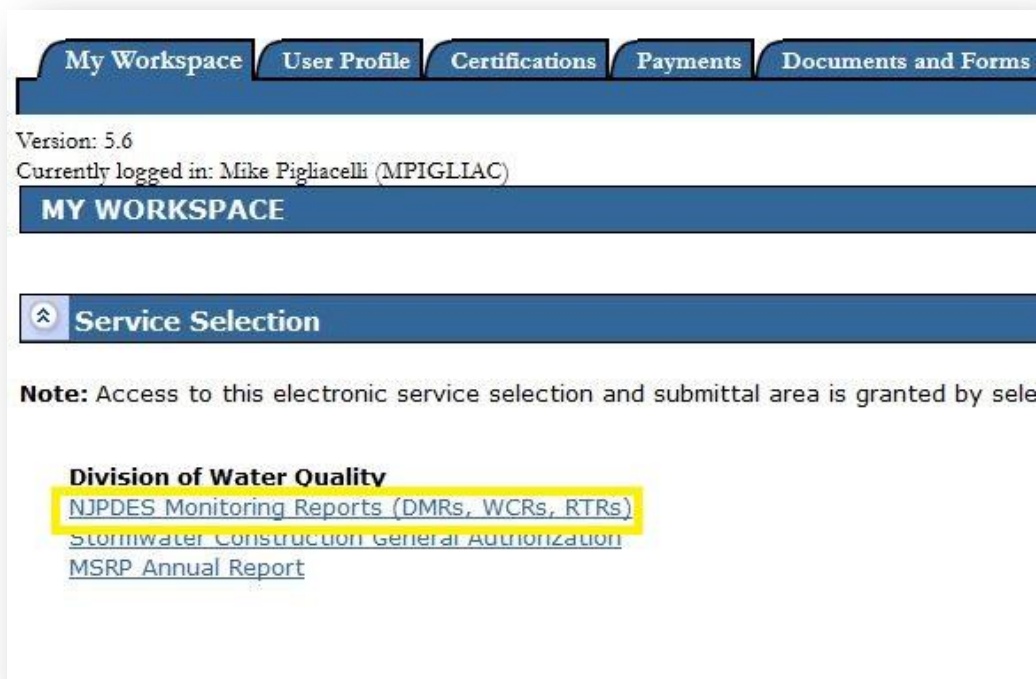
These videos detail the steps in the MRF submission process contained in this manual. We highly encourage all users to utilize these videos in conjunction with this manual, as some problems may arise that are more easily clarified through watching the process on-screen rather than reading the instructions contained here.

Ok, you have completed the EDI registration process and you are ready to get started with the process of submitting a MRF. The sections below outline the steps a user needs to complete the submission process. Throughout the different sections, there will also be commonly asked questions and answers (enclosed within --- lines as **Q:** question & **A:** answer) relevant to each section. These Q/As cover areas that have been known to confuse system users. Don't forget there are also on-line videos which will demonstrate the different steps as well (link to videos located on page 2 of this manual). **Please be sure to follow the sections closely, and don't skip over any steps of the process.**

The first step of the submission process is downloading the MRF spreadsheet to your computer.

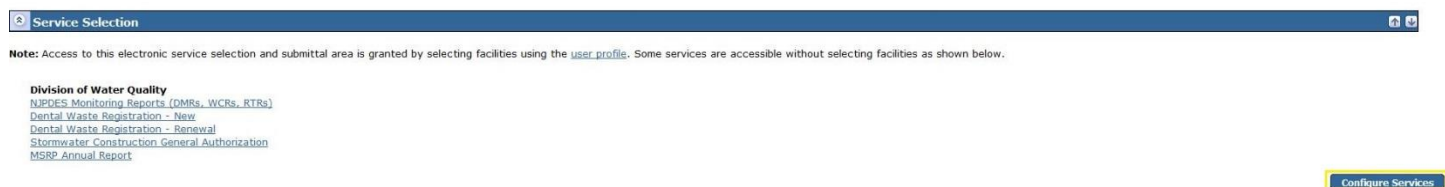
Downloading a Monitoring Report Form

After you have logged in at <http://www.nj.gov/dep/online/>, and arrived at your “My Workspace” screen, click on the link labeled “NJPDES Monitoring Reports (DMRs, WCRs, RTRs)” located as shown below:



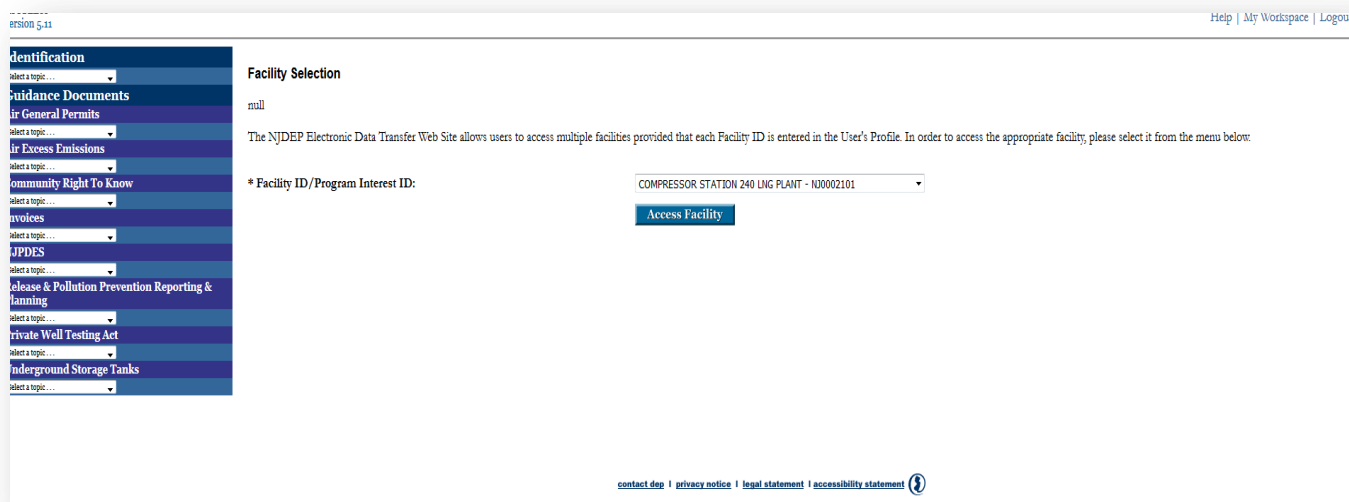
Q: I don't see the link to "NJPDES Monitoring Reports (DMRs, WCRs, RTRs)" under Service Selection. Why?

A: If you don't see the link to "NJPDES Monitoring Reports (DMRs, WCRs, RTRs)", you most likely need to add the service. Under the "Service Selection" header on the right hand side of the screen, there is a blue button labeled "Configure Services" (see below).



Click the "Configure Services" button, and it will take you to the service selection screen. Find the check box for "NJPDES Monitoring Reports (DMRs, WCRs, RTRs)" under "Division of Water Quality", check it, and then scroll to the bottom of the page and hit the "OK" button. This will take you back your "My Workspace" screen where the "NJPDES Monitoring Reports (DMRs, WCRs, RTRs)" link should now be available.

Clicking the "NJPDES Monitoring Reports (DMRs, WCRs, RTRs)" link will take you to the Facility Selection screen, which looks like:



Drop down the "Facility ID/Program Interest ID" box, select the facility and NJPDES permit number that you would like to download a MRF for, and then click the "Select Facility" button.

Q: I don't see my facility in the drop-down box. Why?

A: If you don't see your facility in the drop-down box, you haven't yet added the facility to your user profile. Go back to your "My Workspace" screen, and under the "My Facilities" header on the far right of the screen, click on the "Add Facilities" button. This will take you to the Facility Search screen as shown below:

Version: 3.6
Currently logged in: Mike Pigliacelli (MPGLIAC)

FACILITY SEARCH

1 - Specify Search Criteria
2 - Select Facilities

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

In most cases your Program Interest Number is your Facility ID.
Users adding NJPDES Permits to their profile should do so by selecting the "Water Quality" value from the NJDEP Program option. The user should then enter the NJPDES permit number they wish to add to their profile in the "Facility ID" field and click on the Search button.

Pick the search you want to perform:

- ☐ Retrieve only those facilities that match the search criteria (Need facility ID or name for search)
- ☐ Retrieve the sites and all of the site's facilities that match the search criteria (Need facility ID or name for search)
- ☒ Retrieve NJPDES Permit Numbers (Need NJDEP Program and NJPDES permit # for search)
- ☐ Retrieve the facilities that are associated with an Alternate ID
- ☐ Retrieve all Program Interest records for a specific NJDEP Program Interest Type (No facility ID or name needed for search)

(Optional) Select NJDEP Program:

Enter either a Facility ID or a Facility Name (if searching by Alternate ID, enter as the Facility ID):

Facility ID: (For NJPDES Facilities Use The NJPDES Permit Number)

Facility Name:

Choose the third radio button labeled "Retrieve NJPDES Permit Numbers (Need NJDEP Program and NJPDES permit # for search)", and choose "Water Quality" from the "(Optional) Select NJDEP Program:" drop down box. Type in the NJPDES permit number in the Facility ID box (this number should start with either "NJ" or "NJG", ex: NJ0008765 or NJG0235453 – please be sure to correctly enter the permit number here). **Leave the "Facility Name" box blank**, and then click on the "Search" button. This will take you to the Facility Search Results page as shown below:

Large Cost PIN | Edit Facility Selection | Favorite Contacts | Security Administration

MPGLIAC

FACILITY SEARCH RESULTS

Please select the facilities you wish to add to your profile. Once you are done selecting facilities, click the "Add Selected Facilities" button.

Any facilities matching your search criteria that are currently associated with your profile will be separated from the search results and placed into a smaller datagrid above your search results. These facilities will also be automatically added to your selected facilities so that you may change your access type, if needed.

Facilities already in your user profile:

Facilities currently not in your user profile:

Facility	Facility ID	NJPDES Number	County	Municipality
<input type="checkbox"/> PINELANDS RESIDENTIAL GROUP CENTER	49617	NJG0132608	Burlington	Woodland Twp

Clicking a column title will sort the table by that column.

[contact dep](#) | [privacy notice](#) | [legal statement](#) | [accessibility statement](#)

Check the check box next to your facility, and then click the "Add Selected Facilities" button. This will take you back to your "My Workspace" screen, where the facility should now show up under the "My Facilities" header and the "Facility ID/Program Interest ID" box. Please notify the NJDEP that you have added the facility to you profile by emailing us @ NJPDES_EDI_SIGNUP@dep.nj.gov , so that we can enable your access to the MRFs for the facility.

After selecting your facility, you will be taken to the “Monitoring Report Form Pending Folder” screen. This screen displays the pending MRFs for a given facility. To download a MRF to your computer, click on the “Download” button. This will take you to the “Monitoring Report Form Spreadsheet Download” screen, where the MRFs available for download will be displayed as shown below.

Monitoring Report Form Spreadsheet Download

Below is a list of Monitoring Report Form spreadsheets that are available for download. If you do not see a spreadsheet listed, it may have not been submitted to your computer, click on the link in the first column below.

Permit #	Report Type	Monitored Location
NJ0062944	GW Mon. Well WCR - Quarterly	MW-3 Monitoring Well MW-3
NJ0062944	GW Mon. Well WCR - Quarterly	MW-4 Monitoring Well MW-4
NJ0062944	Ground Water DMR	T01T Discharge Sampling T01T
NJ0062944	Residuals Transfer	SL1A SQAR Sludge Storage Tank

* The spreadsheets that are downloaded from this page contain macros which were created by the State of New Jersey Department of Environmental Protection. You must enable the macros. The macros must be enabled in order for the spreadsheet to function properly.

Click on the hotlink (highlighted above) for the specific MRF you would like to download to your computer. Then click on the file name of the MRF (Excel spreadsheet file) to be downloaded as shown below:

Monitoring Report Form Spreadsheet Download

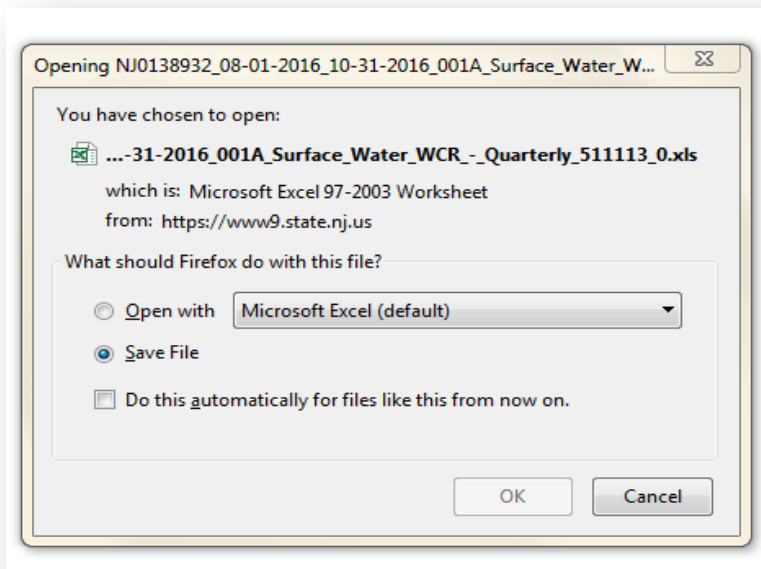
Click to download the spreadsheet.

[NJ0062944 07-01-2016 09-30-2016 MW-3 GW Mon Well WCR - Quarterly 509969 0.xls](#)

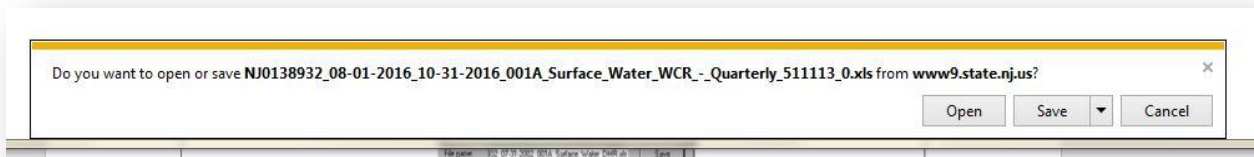
Was the download successful? Clicking Yes will make the spreadsheet available for upload.

(note: This link is also the correct file name that the system will be looking for during the upload process, which will be discussed in a later section of this manual)

At this point, you should encounter a file download box that may look something like this:



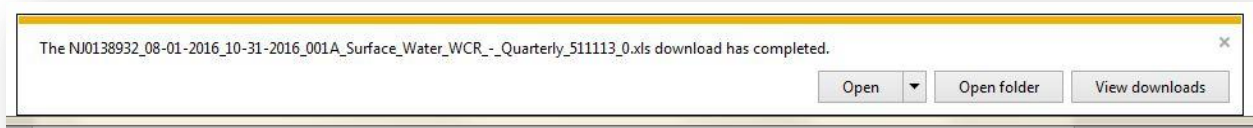
Or this:



At this point, ALWAYS SELECT EITHER THE “Save File”, “Save” or “Save As” OPTION, AND THEN CLICK “OK”. **DO NOT CHOOSE “Open” or “Open with”.** When you choose “Save File” or “Save”, the file will be directly saved to the folder you have designated on your computer as the destination for downloaded files. **To determine the location of the file on your computer, you may have to click on the arrow shown here (Firefox browser, upper right-hand corner of browser window):**

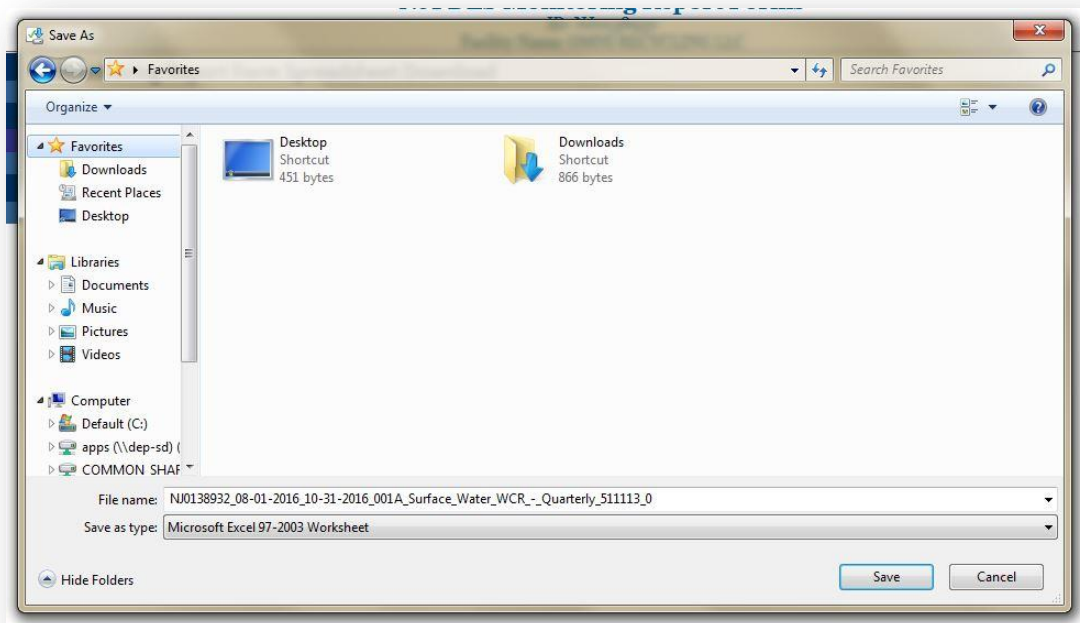


Or “Open folder” here (Explorer browser):



WE STRONGLY RECOMMEND THAT YOU WRITE DOWN OR OTHERWISE NOTE THE FILE LOCATION, AND EDIT THE FILE EXCLUSIVELY FROM THAT FILE LOCATION ON YOUR COMPUTER. Creating copies of the file, or moving the file around your file system, can lead to confusion when the time comes to upload and certify the forms.

If you choose "Save As" as shown above, the "Save As" dialog box should display:



There are two very common errors that users need to avoid at this point of the process:

1) DO NOT CHANGE THE DEFAULT FILE NAME

The default file name is what the system will be looking for after you fill out the form and attempt to upload it. **If you change the file name, the system will not recognize the file, and you will not be able to upload and certify it.**

Another issue with the file name that users run into is that **Windows will add a “(#)” at the end of a file name automatically if you have an identically named file on your computer already.** This will occur when you attempt to download a MRF multiple times. It will look like this:

NJG0215597_04-01-2016_06-30-2016_001A_Surface_Water_DMR_504495_0 **(9)**

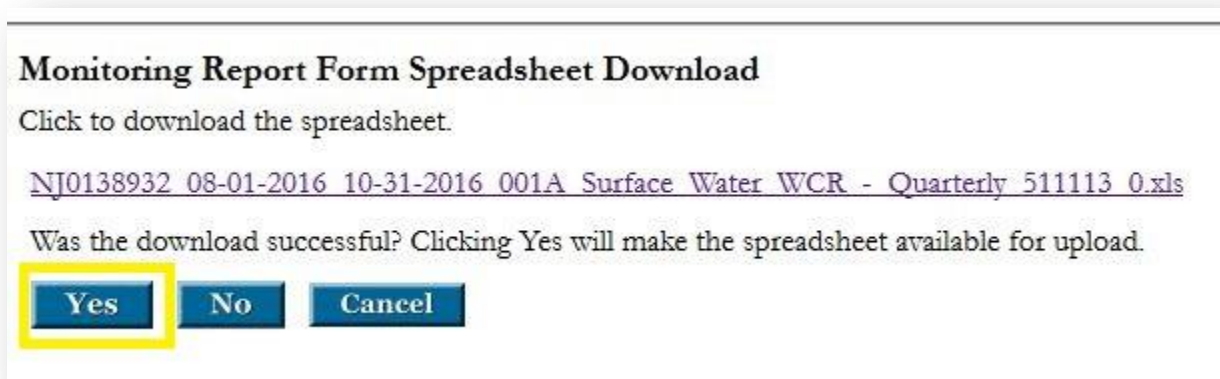
This change of the file name will prevent the user from being able to upload and certify the form. **If this file name change does occur, the user will need to rename the file without the “(#)”, like this:**

NJG0215597_04-01-2016_06-30-2016_001A_Surface_Water_DMR_504495_0

2) DO NOT CHANGE THE DEFAULT FILE TYPE

The file type should be “Microsoft Excel 97-2003 Worksheet”

Return to the “Monitoring Report Form Spreadsheet Download” screen (shown below), and **be sure to click “Yes” to confirm that the form was downloaded successfully.**

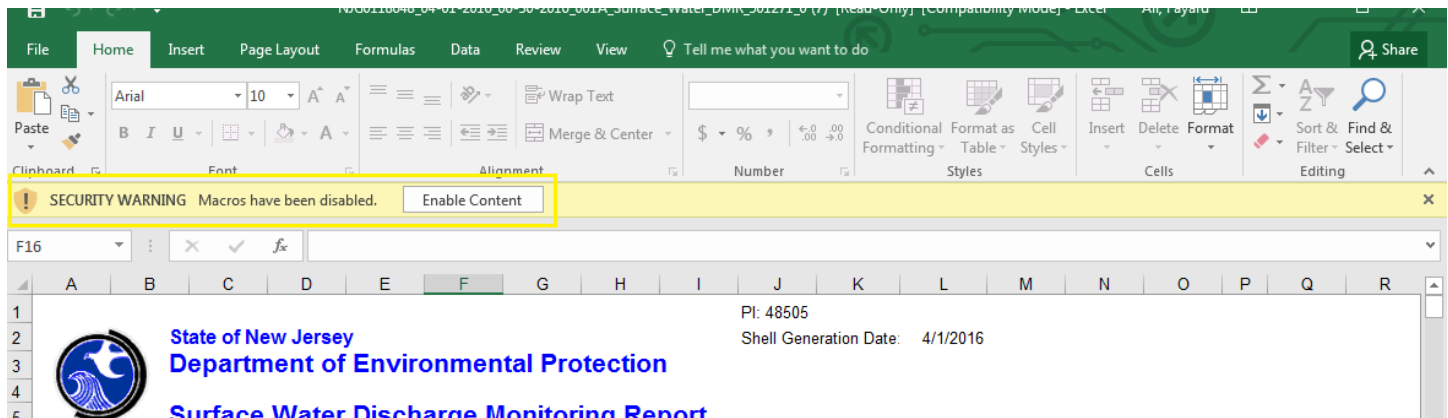


At this point, you will be returned to the “Monitoring Report Form Spreadsheet Download” screen, where the status of the MRF spreadsheet file you just downloaded to your computer should now show as “Awaiting Upload”. You can now log out of the EDI system, as you are ready to edit the MRF spreadsheet file now saved on your computer.

Opening and Entering Data on Monitoring Report Forms

Now that you have successfully downloaded the MRF spreadsheet file onto your computer, let's go over how to access it and correctly enter your monitoring data. Open the MRF spreadsheet file on your computer, from the file location that you saved it to in the previous step.

Q: When I open the spreadsheet file, Excel is asking if I want to “Enable Macros”, “Unprotect Sheet” or “Enable Content”. What should I do?



A: If Excel prompts you to “Enable Macros”, please select the option that will “Enable Macros”. The spreadsheet file will not save properly if you do not enable macros. If Excel prompts you to “Unprotect Sheet” or “Enable Content”, please select the option to “Unprotect Sheet” or “Enable Content” as well. If the spreadsheet file is protected, the edits you make to it cannot be saved.

Each MRF spreadsheet file consists of four (4) worksheet tabs:

- Report Administration
- Submittal Form
- Discharge Monitoring Data, Residuals Transfer Data, or Waste Characterization Data (depending on the form type)
- Manual Signoff

Report Administration Tab

The Report Administration Tab is used to validate & lock the spreadsheet when you have finished entering the monitoring data. No data entry is required on this tab. We will revisit this tab in the next section on “Validating & Locking MRFs”

Submittal Form Tab

The Submittal Form Tab mimics the cover page (Monitoring Report Submittal Form) of the paper versions of MRFs you may be used to. **The “No Discharge This Monitoring Period” check box should be checked if there has been no discharge at this monitored location for the given monitoring period.** The “Monitoring Report Comments” box can be used to type in any comments relevant to the MRF.

Discharge Monitoring (or Residuals Transfer, or Waste Characterization) Data Tab


Q: Do I have to input “NODI” in all data cells if there has been no discharge this monitoring period?

A: No – you should check the “No Discharge This Monitoring Period” check box on the Submittal Form Tab as described above, and leave the Discharge Monitoring (or Residuals Transfer, or Waste Characterization) Data Tab blank.

Depending on the MRF type (DMR, WCR or RTR) this tab will be shown as “Discharge Monitoring Data”, “Waste Characterization Data”, or “Residuals Transfer Data”. The process of filling out this tab does differ slightly for each MRF type, so we’ll go over the process for each type individually:

DMR (“Discharge Monitoring Data” tab)

The Discharge Monitoring Data tab mimics very closely the paper DMR forms most users are familiar with. All cells that are white must be completed prior to submission.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	<div style="display: flex; justify-content: space-between; align-items: center;">  <div> <p>State of New Jersey Department of Environmental Protection</p> <p>Surface Water Discharge Monitoring Report</p> </div> <div> <p>PI: 46916 Shell Generation Date: 4/1/02</p> </div> </div>												
2													
3													
4													
5													
6													
7	SOUTHLAND CORP - NJG0066532 - 001B SW Outfall 001B - 06/01/2002 - 06/30/2002												
8													
9	Discharge Monitoring Data:												
10	Parameter		Quantity or Loading	Units	Quality or Concentration			Units	No Ex.	Frequency of Analysis	Sample Type		
11	Flow, In Conduit or Thru Treatment Plant	Sample Measurement	.25	.25	GPD	*****	*****	*****	*****	0	1 Month	METER	
12	50050 1	Permit Requirement	REPORT 01MOAV	REPORT 01DAMX		*****	*****	*****		*****		1/Month	METER
13	Effluent Gross Value	MDL											
14	Flow, In Conduit or Thru Treatment Plant	Sample Measurement	.112	.112	GPD	*****	*****	*****	*****	0	1 Month	METER	
15	50050 1	Permit Requirement	REPORT 01MOAV	REPORT 01DAMX		*****	*****	*****		*****		1/Month	METER
16	Effluent Gross Value	MDL											
17	pH	Sample Measurement	*****	*****	CODE=E	Analysis Not Done	CODE=E	Analysis Not Done	SU	0	1 Quarter	GRAB	
18	00400 1	Permit Requirement	*****	*****		*****	6 01MOMN	*****		9 01MOMX	*****	1/Quarter	GRAB
19	Effluent Gross Value	MDL											
20	pH	Sample Measurement	*****	*****	*****	6.9	*****	6.9	SU	0			
21	00400 1	Permit Requirement	*****	*****		*****	6 01MOMN	*****		9 01MOMX	*****	1/Quarter	GRAB
22	Effluent Gross Value	MDL											
23	Solids, Total Suspended	Sample Measurement	*****	*****	*****	*****			MG/L	0			
24	00530 1	Permit Requirement	*****	*****		*****	REPORT 01MOAV	40 01DAMX		*****	*****	1/Month	GRAB
25	Effluent Gross Value	MDL											

Each cell in the “Quantity or Loading” and “Quality or Concentration” actually consists of two stacked cells. The top cell is for the reporting of numerical test results, while the bottom cell is a drop-down menu for entering “no discharge” codes that are specific to DMR forms.

Discharge Monitoring Data:			
Parameter		Quantity or Loading	
Flow, In Conduit or Thru Treatment Plant 50050 1	Sample Measurement		.25
Effluent Gross Value	Permit Requirement	0.350 01MOAV	REPORT 01DAMX
	MDL		

Discharge Monitoring Data:			
Parameter		Quantity or Loading	Units
Flow, In Conduit or Thru Treatment Plant 50050 1	Sample Measurement		
Effluent Gross Value	Permit Requirement	0.350 01MOAV	CODE=E Analysis Not Done
	MDL		
BOD, 5-Day (20 oC) 00310 1	Sample Measurement	*****	
Effluent Gross Value	Permit Requirement	*****	
	MDL		

You should enter either a numerical result in the top cell or a “no discharge” code in the bottom cell – but NOT BOTH. Also, if you enter a “no discharge” code in one cell, please be sure to select the same code for all the cells in that particular parameter row. **Numerical values entered in any cell should be no longer than 8 digits.** If you need to enter a detection level with “<”, please type “<” then the number (ex: “<2”), don’t type in “ND” or “less than”.

Q: The “no discharge” code displays across the other cells on the row (see below). Is this OK?

Discharge Monitoring Data:			
Parameter		Quantity or Loading	Units
Flow, In Conduit or Thru Treatment Plant 50050 1	Sample Measurement	CODE=E	Analysis Not Done
Effluent Gross Value	Permit Requirement	0.350 01MOAV	REPORT 01DAMX
	MDL		

A: Yes – this is fine, just a strange formatting quirk with the spreadsheet.

The cells in the “No Ex” (number of exceedances) column consist of one large cell, where you should enter a number representing the number of permit limit exceedances for that particular parameter. The cells in the “Frequency of Analysis” column consist of two stacked cells. You should enter the frequency number in the top cell, and the time period in the bottom cell (drop-down box). Ex: For a single monthly sample, you would enter “1” in the top cell, and click on “Month” from the drop-down box in the bottom cell. The cells in the “Sample Type” column consist of a drop-down box, where you should select the appropriate sample type for that particular parameter.

No Ex.	Fr of
	1/

Frequency of Analysis
1/6 Months

Sample Type
COMPOS

Please be sure to complete all required cells, including row for “Laboratory Certification” number.

RTR (“Residuals Transfer Data” tab)

The Residuals Transfer Data tab, again, mimics very closely the paper RTR forms most users are familiar with.

	A	B	C	D	E	F	G	H	I	J
1							PI: 46168			
2							Shell Generation Date:	8/2/2016		
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										

State of New Jersey
Department of Environmental Protection
Residuals Transfer Report

DELAWARE #1 WATER POLLUTION CONTROL FACILITY - NJG0198421 - SL4A SQAR - Belt Filter Press - 03/01/2017 - 03/31/2017

Residuals Transfer Data:						
#	Sent To	Rec'd From	Facility ID Number	Amount Transferred		Intra-Facility Monitored Location
				Quantity	Units	
1		X	DOMESTIC SEPTAGE	620530	GALLONS	
2	X		46168	2150	WET METRIC TONS PER MONTH	SL4B SQAR - Sludge Dryer(s)
3	X		47205	550	WET METRIC TONS PER MONTH	
4	X		OS VA MCGILL	200	WET METRIC TONS PER MONTH	ITH
5						
6						
7						
8						

The “Sent To” column cells have a drop-down box to mark “X” if you are sending residuals, and the “Rec’d From” column cells have a drop-down box to mark “X” if you are receiving residuals. You may type freely in the “Facility ID Number” column cells. Please enter the Water Program Interest (PI) number, or call (609) 984-4428 to obtain a facility’s PI number. For out-of-state facilities which have not been issued a PI number, you may enter the facility name preceded by OS (out-of-state), and the state’s abbreviation. Please be aware that the column width is limited to 40 characters and **you should only enter alpha-numeric characters (no special characters, no “&”s, no “#”, no quotation marks or apostrophes) and numerical values entered in any cell should be no longer than 8 digits**. You can freely type a number in the “Quantity” column cells, but do not

use commas. Select the unit from the “Units” column cells drop-down box. Although there is an extensive list of units displayed, **please select only gallons, wet tons, or wet metric tons, as appropriate.** The **“Intra-Facility Monitored Location”** column should **only be used in the case of a transfer of residuals between two monitored locations within the same facility** (the drop-down box in the cells in this column will only be available if the Facility ID number in the given row is your Facility ID number), **otherwise it should be left blank.** It is not necessary to report each daily amount of sludge received or generated from a specific management facility or generator, just the total amount for each facility or generator over the monitoring period covered by the MRF.


Sent To	
X	▼
X	

Rec'd From	
X	▼
X	

Units
WET METRIC TONS PER MONTH
GALLONS
GALLONS
GALLONS / SQ FT / YR / BED
GALLONS PER ACRE
GALLONS PER BATCH
GALLONS PER DAY
GALLONS PER MINUTE
GALLONS PER MONTH
GALLONS PER WEEK

Intra-Facility Monitored Location
V001 Composting Process
002A Surface Water Outfall

WCR (“Waste Characterization Data” tab)

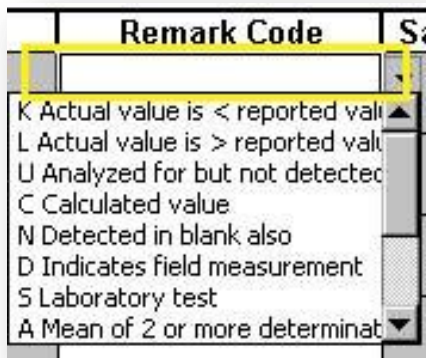
A		B		C		D		E		F		G		H	
1						Pt: 46318									
2				State of New Jersey Department of Environmental Protection		Shell Generation Date: 10/31/02									
3															
4															
5															
6															
7															
8															
9		Sample Date: (mm/dd/yyyy)		07/15/2000											
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
26															
27															
28															
29															
30															
31															
32															
33															
34															

Each cell in the “Reported Value” column consists of two stacked cells. The top cell is for the reporting of numerical test results, while the bottom cell is a drop-down menu for entering “no discharge” codes that are specific to WCR forms.

Reported Value
22

Reported Value
CODE=E Analysis Not Done
CODE=S Frozen Conditions
CODE=F Insufficient Flow
CODE=H Invalid Test
CODE=D Lost Sample
NODI No Discharge
CODE=M No Sludge
CODE=N Not Required

You should enter either a numerical result in the top cell or a “no discharge” code in the bottom cell – but **NOT BOTH**. Again, numerical values entered in any cell should be no longer than 8 digits. Also, if you enter a “no discharge” code in one cell, please be sure to select the same code for all the cells in that particular parameter row. The “Remark Code” column cells consist of a drop-down box where you may enter a remark code if necessary.



Manual Signoff Tab

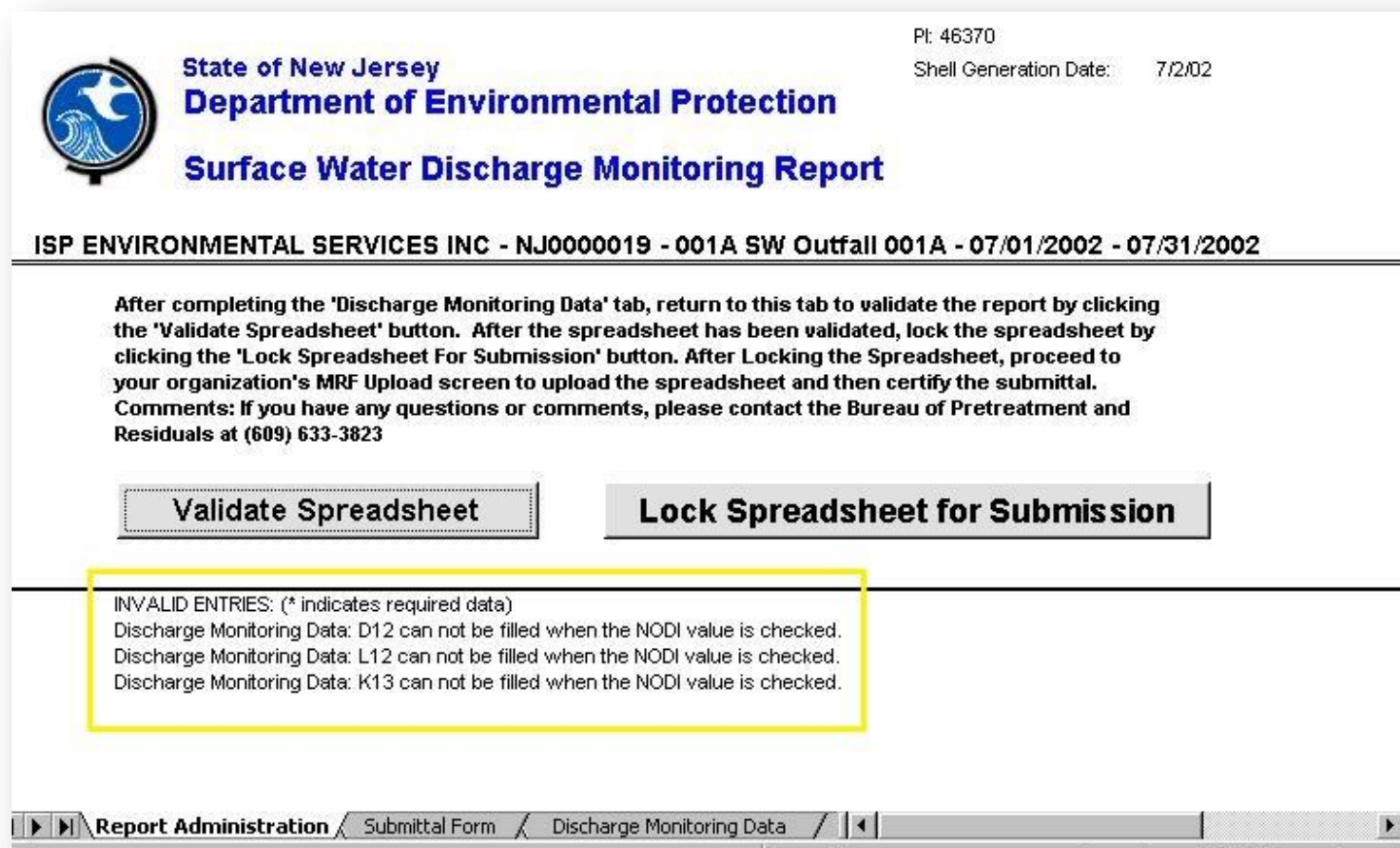
The “Manual Signoff” tab **DOES NOT NEED TO BE COMPLETED TO SUBMIT YOUR MRF**. It is available if you would like to print out a hard copy signature sheet for your own records, but again, **is not required whatsoever for the electronic MRF submission process**.

...

Ok, if you are confident that you have completed the necessary information on the MRF, we can move on to the next step in the process which is validating and locking the MRF for submission.

Validating & Locking Monitoring Report Forms

Prior to uploading the MRF back to the EDI system for submission, the MRF must be validated to ensure that the data has been entered correctly. The validation process will check that all of the cells have valid inputs, and will return error messages if there are blank or incorrect entries as shown below. This example (“Report Administration” tab) shows the error messages that will occur if a user checks the “No Discharge This Monitoring Period” check box on the “Submittal Form” tab, but also enters data in the “Discharge Monitoring Data” tab.



State of New Jersey
Department of Environmental Protection
Surface Water Discharge Monitoring Report

PI: 46370
Shell Generation Date: 7/2/02

ISP ENVIRONMENTAL SERVICES INC - NJ0000019 - 001A SW Outfall 001A - 07/01/2002 - 07/31/2002

After completing the 'Discharge Monitoring Data' tab, return to this tab to validate the report by clicking the 'Validate Spreadsheet' button. After the spreadsheet has been validated, lock the spreadsheet by clicking the 'Lock Spreadsheet For Submission' button. After Locking the Spreadsheet, proceed to your organization's MRF Upload screen to upload the spreadsheet and then certify the submittal. Comments: If you have any questions or comments, please contact the Bureau of Pretreatment and Residuals at (609) 633-3823

Validate Spreadsheet **Lock Spreadsheet for Submission**

INVALID ENTRIES: (* indicates required data)
Discharge Monitoring Data: D12 can not be filled when the NODI value is checked.
Discharge Monitoring Data: L12 can not be filled when the NODI value is checked.
Discharge Monitoring Data: K13 can not be filled when the NODI value is checked.

Report Administration / Submittal Form / Discharge Monitoring Data

Validation & Locking Process

Click on the “Report Administration” tab, and then click on the large “Validate Spreadsheet” button. Error messages may display, and some validation errors must be resolved to proceed.

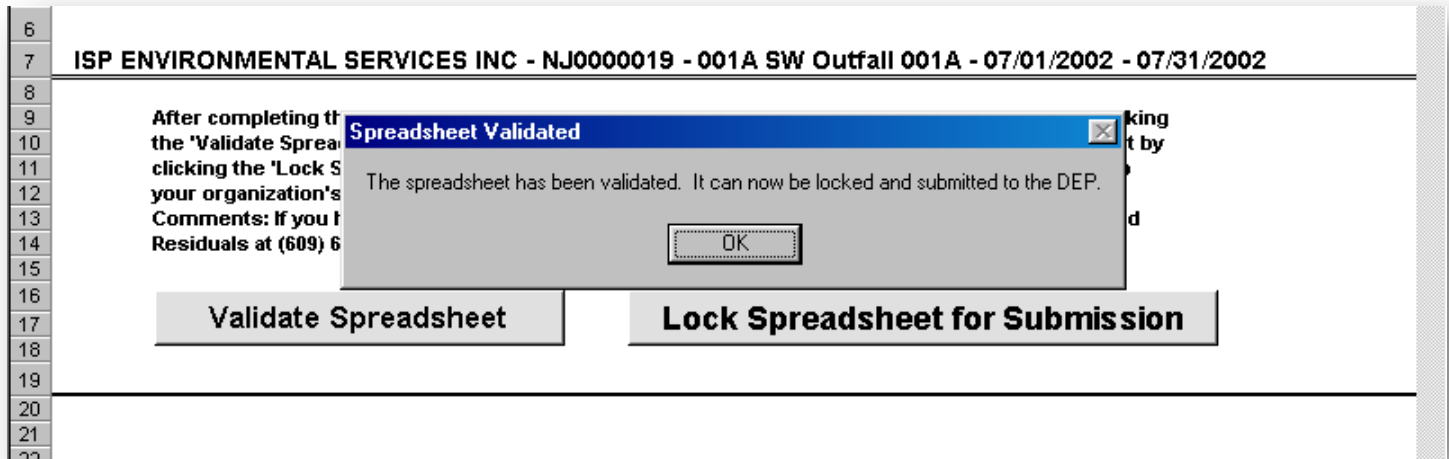
Q: I got an error message stating that a cell in the spreadsheet is blank. Can I still proceed with validation?

A: Yes – the system will allow you to leave blanks and continue with the validation, but please be aware that leaving a cell blank where a test result number or “No Discharge” code is expected will lead to an omission violation. There are some very rare cases where it is OK to leave a blank cell. One notable example of this is in the “Frequency of Analysis” column in the “Discharge Monitoring Data” tab (see screenshot below)

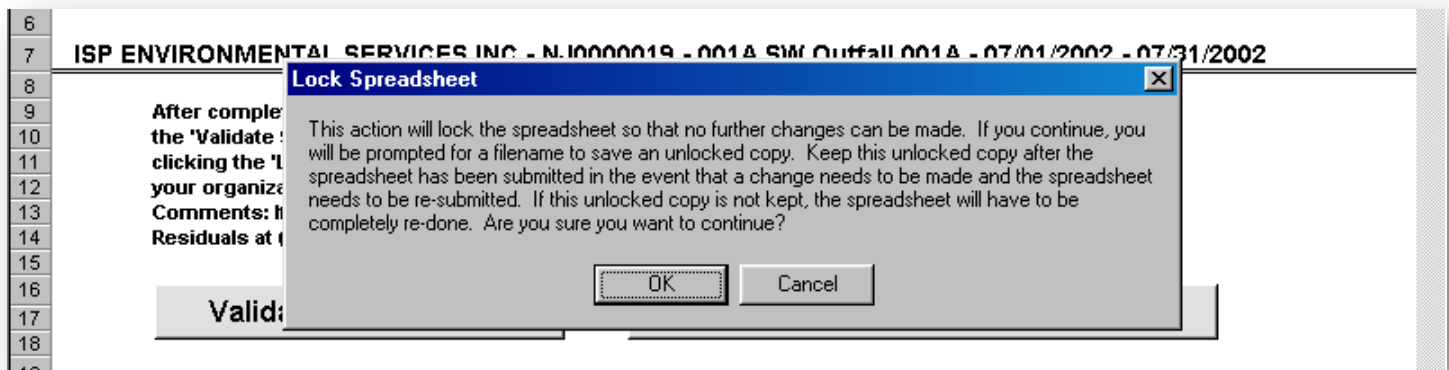
Discharge Monitoring Data:										
Parameter		Quantity or Loading		Units	Quality or Concentration			Units	No Ex.	Frequency of Analysis
Flow Rate	Sample Measurement	14000	14400	GPD	****	****	****	****	0	Continuous
00056 1	Permit	REPORT	16600		****	****	****			Continuous
Effluent Gross Value	Requirement QL	01MOAV	01DAMX		****	****	****			Continuous
Nitrogen, Total (as NO3 + NH3)	Sample Measurement	****	****	****	****	5	6	MG/L	0	1 Quarter
*NITR 1	Permit	****	****		****	REPORT	10			1/Quarter
Effluent Gross Value	Requirement QL	****	****		****	01MOAV	01DAMX			COMPOS
pH	Sample Measurement	****	****	****	7	****	8	SU	0	1 Quarter
00400 1	Permit	****	****		5	****	9			1/Quarter
Effluent Gross Value	Requirement QL	****	****		01DAMN	****	01DAMX			GRAB
Organics-Volatile Tot	Sample Measurement	****	****	****	****	****	.001	UG/L	0	1 6 Months
78236 1	Permit	****	****		****	****	REPORT			GRAB
Effluent Gross Value	Requirement QL	****	****		****	****	01RPINMX			1/6 Months
Lab Certification #	Sample Measurement								0	
99999 99	Permit	REPORT	REPORT		REPORT	REPORT	REPORT			NOT AP
Lab	Requirement QL	Lab #	Lab #		Lab #	Lab #	Lab #			Not Applic
		****	****		****	****	****			NOT AP

For the parameter “Flow Rate”, if the expected frequency is “Continuous”, then it is correct to choose “Continuous” from the drop-down box in the bottom portion of the cell while leaving the top portion of the cell blank. This will create a validation error stating the cell (K12) is blank, but this error can safely be ignored.

A box should display stating that “The spreadsheet has been validated. It can now be locked and submitted to the DEP”. Click the “OK” button to proceed.



Now, click on the large “Lock Spreadsheet for Submission” button. A message box will display confirming that this action will lock the spreadsheet from further updates, and that the user will be prompted to save an unlocked copy of the spreadsheet. Click the “OK” button to proceed.



A message box will display stating “The spreadsheet has been validated and is ready to be locked”. Again, click the “OK” button.

ISP ENVIRONMENTAL SERVICES INC - NJ0000019 - 001A SW Outfall 001A - 07/01/2002 - 07/31/2002

After completing the 'Discharge Monitoring Report' by clicking the 'Validate Spreadsheet' button, you will be prompted to lock the spreadsheet by clicking the 'Lock Spreadsheet for Submission' button. Comments: If you have any questions, please contact the NJDEP Residuals at (609) 633-3823.

Spreadsheet Validated

The spreadsheet has been validated and is ready to be locked.

OK

Validate Spreadsheet **Lock Spreadsheet for Submission**

After you hit the “OK” button, a window prompting you to “Save Unlocked Copy As” will appear. This will allow you to save an additional unlocked copy of the same spreadsheet on your computer. **THIS UNLOCKED COPY IS NOT USED IN THE SUBMISSION PROCESS AND IS ONLY FOR YOUR RECORDS. IT IS RECOMMENDED TO SAVE THIS UNLOCKED COPY IN A SEPARATE FILE LOCATION ON YOUR COMPUTER TO AVOID CONFUSION WITH THE LOCKED COPY THAT WILL BE USED FOR SUBMISSION.** Click “Save” to save the unlocked copy to your computer.

State of New Jersey
Department of Environmental Protection
Surface Water Discharge Monitoring Report

7-ELEVEN CONVEYANCE

After completing the 'Discharge Monitoring Report' by clicking the 'Validate Spreadsheet' button, you will be prompted to lock the spreadsheet by clicking the 'Lock Spreadsheet for Submission' button. Comments: If you have any questions, please contact the NJDEP Residuals at (609) 633-3823.

Save Unlocked Copy As

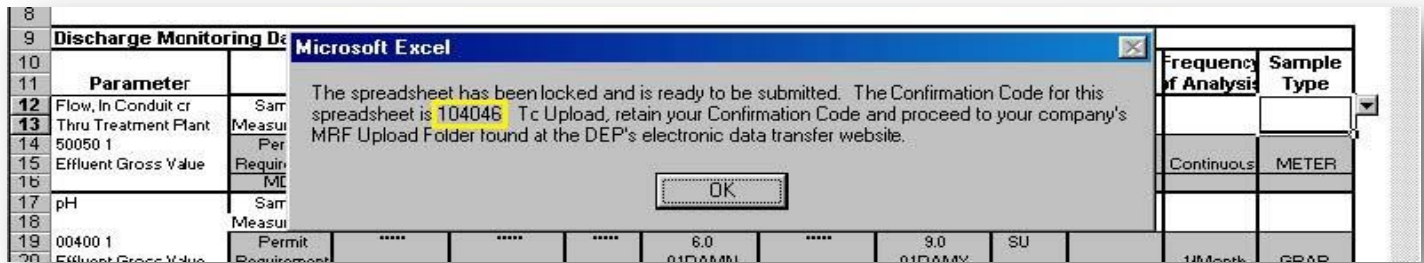
Save in: Unlocked_Copies

NJG0066532_03-01-2002_03-31-2002_001B_Surface_Water_DMR_Unlocked.xls
NJG0066532_06-01-2002_06-30-2002_001B_Surface_Water_DMR_Unlocked.xls
NJG0066532_07-01-2002_07-31-2002_001B_Surface_Water_DMR_Unlocked.xls
NJG0109100_06-01-2002_06-30-2002_001A_Surface_Water_DMR_Unlocked.xls

File name: 7-31-2002_001A_Surface_Water_DMR_Unlocked.xls
Save as type: Excel File (*.xls)

Save Cancel

After you save the unlocked copy on your computer, a message box will appear stating “The spreadsheet has been locked and is ready to be submitted...” as well as a Confirmation Code (see below) that is specific to that locked spreadsheet (each MRF has its own individual Confirmation Code). **PLEASE WRITE DOWN OR OTHERWISE NOTE THIS CONFIRMATION CODE.** This code will be used during the upload process. Click on the “OK” button, and then close out of Excel. There is no need to manually save the file, as the locking process saves all the edits you have made to the spreadsheet.



Uploading Monitoring Report Forms

After the MRF spreadsheet has been validated and locked, you may now return to the EDI system online, where you can upload your completed MRF. Return to the “Monitoring Report Form Pending Folder” as shown below.

Permit #	Report Type	Monitored Location	Monitoring Period	Status	Date	Due Date
NJ0000019	Residuals DMR	SI6A SQAR Sample Location	01/01/2002 - 12/31/2002	Available	07/02/2002	03/02/2003
NJ0000019	Residuals Transfer	SI6A SQAR Sample Location	01/01/2002 - 12/31/2002	Available	07/02/2002	03/02/2003
NJ0000019	Residuals WCE - Annual	SI6A SQAR Sample Location	01/01/2002 - 12/31/2002	Available	07/02/2002	03/02/2003
NJ0000019	Surface Water DMR	001A SW Outfall 001A	07/01/2002 - 07/31/2002	Awaiting Upload	07/18/2002	08/26/2002
NJ0000019	Surface Water DMR	001A SW Outfall 001A	08/01/2002 - 08/31/2002	Available	07/02/2002	09/26/2002
NJ0000019	Surface Water DMR	001A SW Outfall 001A	09/01/2002 - 09/30/2002	Available	07/02/2002	10/26/2002

The MRF you have completed, validated and locked should now have a status of “Awaiting Upload”

Q: The MRF I downloaded, validated & locked still has a status of “Available”. Why hasn’t it changed to “Awaiting Upload”?

A: This is most likely caused by failing to click on “Yes” after downloading the MRF from the screen shown below

Monitoring Report Form Spreadsheet Download

Click to download the spreadsheet.

[NJ0138932 08-01-2016 10-31-2016 001A Surface Water WCR - Quarterly 511113 0.xls](#)

Was the download successful? Clicking Yes will make the spreadsheet available for upload.

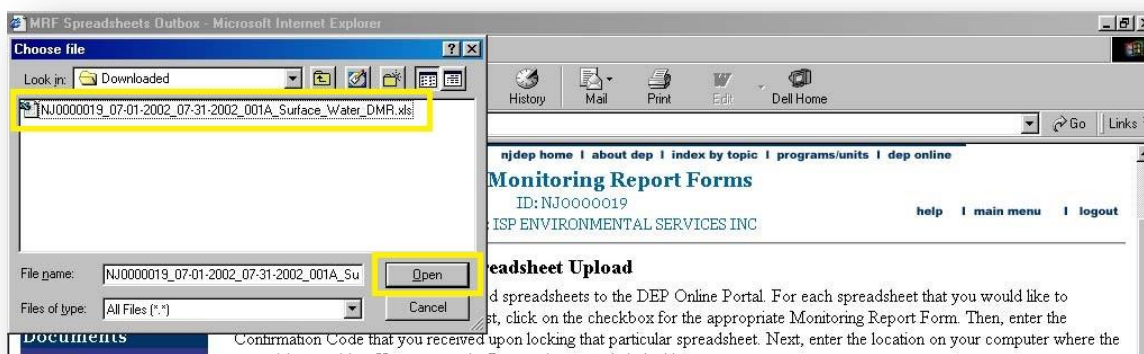
Yes **No** **Cancel**

To change the status to “Awaiting Upload”, you can return to the MRF Download screen, click on the link to the MRF, and then **only click the “Yes” button** when reaching the screen above (**do not click the link to download the form again**).

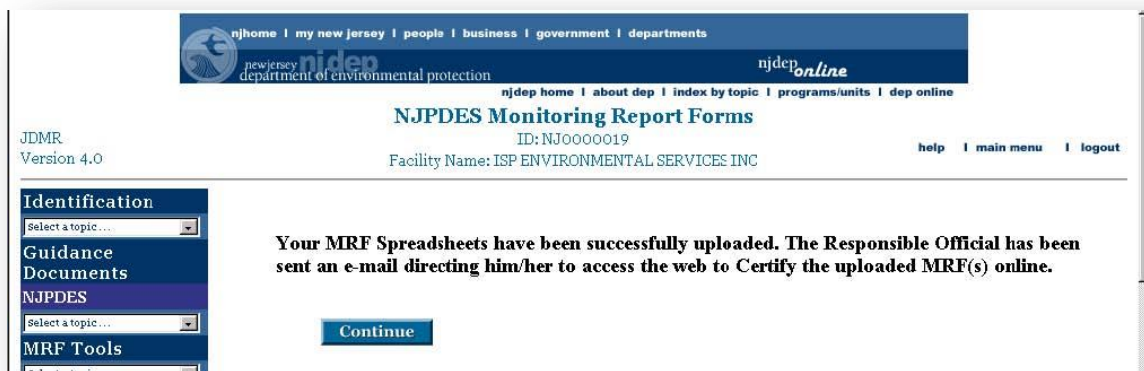
Click on the “Upload” button. You will be directed to the “Monitoring Report Form Upload” screen where the MRF you previously downloaded to your computer should be listed with a status of “Awaiting Upload”.

Check the check box next to the MRF you would like to upload, enter the confirmation code you received during the previous Validating & Locking process, then hit the “Browse” button.

This will take you a dialog box where you should **choose the locked spreadsheet file on your computer (see below). Do not attempt to choose an unlocked copy of the MRF (which has “Unlocked” in the file name) or a file that has been renamed. The upload process is looking for the EXACT file name of the MRF you downloaded.** Once you have located the file on your computer, select it and click “Open”, which will populate the “File Location” box with the correct file name and location on your computer.



Click on the “Upload” button, and you should be directed to a screen confirming that your upload was successful. **Please note that an uploaded MRF is not considered submitted until it has been certified.** Click on the “Continue” button.



Q: I got an error message when I attempted to upload my MRF. How can I resolve it?

A: There are two very common errors that users encounter when uploading MRFs. The first one is using an incorrect Confirmation Code. Please double check that you are entering the correct Confirmation Code that was given during the locking of the MRF. If you can't remember the Confirmation Code, you can always go back to the locked spreadsheet on your computer, and hit the "Lock Spreadsheet" button again to regenerate the Confirmation Code.

Some data is not valid

Confirmation Code: The Confirmation ID for one or more Monitoring Report Form Spreadsheets are not valid.

Monitoring Report Form Spreadsheet Upload

Another error that users commonly encounter is an invalid file name error, which is usually the result of trying to upload the wrong file from your computer, or a file that has been renamed. Again, **please be sure you are attempting to upload the original MRF that you downloaded, validated and locked (not the "Unlocked" copy) and double check that you have not altered the original file name.**

Some data is not valid

File Location: The File Name for one or more Monitoring Report Form Spreadsheets is not valid. If you have altered the file name please revert it to the original name specified during download.

After you hit the "Continue" button, you will be taken to the "Monitoring Report Form Submitted Folder" screen where you can confirm that the status of the MRF you just uploaded has changed to "Uploaded".

Certifying Monitoring Report Forms

After an MRF has been successfully uploaded, it must be certified by a Responsible Official to complete the submission process. After logging in and selecting the appropriate facility, from the “Monitoring Report Form Pending Folder”, the Resp. Official should select the “Certification” option from the “Certification” drop-down box as shown below.

JDMR
Version 4.0

NJPDES Monitoring Report Forms
ID: NJ0000019
Facility Name: ISP ENVIRONMENTAL SERVICES INC

help | main menu | logout

Identification
Select a topic...

Guidance Documents
NJPDES
Select a topic...

MRF Tools
Select a topic...

Certification
Select a topic...
Select a topic...
Certification

Monitoring Report Form Pending Folder

The following is a list of the facility's pending Monitoring Report Forms. In order to download a Generated spreadsheet, please click on the Download button below or on the Download link on the menu to the left. In order to upload a Downloaded spreadsheet, please click on the Upload button below or on the Upload link on the menu to the left.

Permit #	Report Type	Monitored Location	Monitoring Period	Status	Date	Due Date
NJ0000019	Residuals DMR	SI6A SQAR Sample Location	01/01/2002 - 12/31/2002	Available	07/02/2002	03/02/2003
NJ0000019	Residuals Transfer	SI6A SQAR Sample Location	01/01/2002 - 12/31/2002	Available	07/02/2002	03/02/2003
NJ0000019	Residuals WCF - Annual	SI6A SQAR Sample Location	01/01/2002 - 12/31/2002	Available	07/02/2002	03/02/2003
NJ0000019	Surface Water DMR	001A SW Outfall 001A	08/01/2002 - 08/31/2002	Available	07/02/2002	09/26/2002
NJ0000019	Surface Water DMR	001A SW Outfall 001A	09/01/2002 - 09/30/2002	Available	07/02/2002	10/26/2002

[Download](#) [Upload](#) [Resubmittal Request](#)

Q: I don't see the "Certification" drop-down box as shown above. Where is it?

A: If you can't see the "Certification" drop-down box, you do not have Responsible Official access for that permit number and its associated MRFs (i.e. you have not been designated by the facility as a certifier). If you feel you should be granted Responsible Official access, you should discuss this with facility representatives, who may then submit an updated "NJPDES Agreement for Electronic Submission of MRFs" form to grant you Resp. Official access. If you believe that the facility has already designated you as a Resp. Official, but you still cannot see the "Certification" drop-down box, please contact us at (609) 984-4428 to resolve your access status.

You will be taken to the “Monitoring Report Form Certification” page. All MRFs that have been successfully uploaded will display here.

Monitoring Report Form Certification

Check the document(s) that you wish to certify, then complete the section below.

To review a specific Monitoring Report Form before Certification please click on the NJPDES permit number under the Permit # column.

Select	Permit #	Report Type	Monitored Location	Monitoring Period
<input type="checkbox"/>	NJ0000019	Surface Water DMR	001A SW Outfall 001A	07/01/2002 - 07/31/2002

CERTIFICATION

"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments, and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and/or imprisonment, pursuant to N.J.A.C. 7:14A-6.9(B). The New Jersey Water Pollution Control Act provides for penalties up to \$50,000 per violation. "

Name of Certifying Party: JDMR

* Personal Identification Number:

Certify

Certification of your PIN constitutes an electronic signature of this document in accordance with the aforementioned statement.

You may click the link located in the “Permit #” column to view/save the MRF to confirm correct data entry, but you cannot make any changes to the MRF at this point. If the form needs to be changed, the Responsible Official should notify the individual who uploaded the MRF to request that the MRF be made available again through a “Resubmittal Request” (detailed in the next section). If you are satisfied with the MRF, check on the check box for the appropriate MRF, enter your Personal Identification Number, and click the “Certify” button. You may select multiple MRF check boxes at this step, and certify them all at once if you wish.

NJPDES Monitoring Report Forms

ID: NJ0000019

Facility Name: ISP ENVIRONMENTAL SERVICES INC

One or more of the reports you selected now has a status of Postmarked and has been submitted to NJDEP.

OK

If the certification was successful, the above screen will be display confirming that the status of the MRF has changed to “Postmarked” and it has been submitted to the NJDEP. **This completes the MRF submission process.**

Q: I forgot/don’t know my Personal Identification Number. Where can I get it?

A: If you need to reset your Personal Identification Number (also known as “Certification PIN”), you should log in and click the tab labeled “User Profile”, then click on “Change Cert PIN”. This will bring you to the screen shown below, where you can reset your Certification PIN by answering on of the challenge questions you set up when you created your My New Jersey account.

The screenshot shows a web application interface for changing a certification PIN. At the top, there is a navigation bar with tabs: 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', and 'Permit Folder'. Below this is a sub-navigation bar with links: 'Edit Personal Info', 'Change Cert PIN', 'Edit Facility Selection', 'Favorite Contacts', and 'Security Administration'. The main content area has a header 'CHANGE CERTIFICATION PIN' and a note: 'Certification PIN is no longer issued by email. If you wish to change your PIN, you may update it below.' Below this is a section titled 'Challenge/Response Question' with the instruction: 'Prior to changing your PIN, you must answer the following Question correctly.' A challenge question is displayed: '*What is your favorite pet?' followed by a text input field, the text '(Not Case Sensitive)', and three buttons: 'Submit', 'Cancel', and 'Forgot Challenge Q/A'. Below the challenge question is a section titled 'Certification PIN' with a note: 'Note: Your PIN must be between 8 and 40 characters (inclusive), chosen from at least two of these groups: lowercase letters, uppercase letters, digits, and other characters (except space, quotes, <, >, & and \). Certification PIN is case-sensitive.' At the bottom, there are two input fields: '*Enter New PIN:' and '*Retype New PIN:', followed by 'Save' and 'Cancel' buttons.

Requesting a MRF Resubmittal

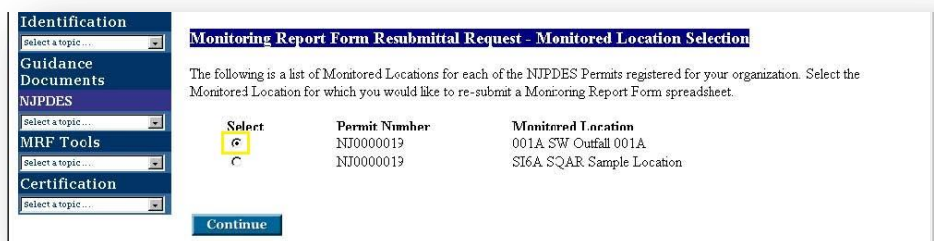
A situation may arise where you need to resubmit a monitoring report form, due to a data entry error or an omission. In these instances, you can make a MRF you previously submitted available again, so you can revise all or a portion of the data and then resubmit it to the NJDEP. This is accomplished through a process known as a “Resubmittal Request”.

After logging in to the system and arriving at the “Monitoring Report Form Pending Folder” screen, click on the button labeled “Resubmittal Request”.



Permit #	Report Type	Monitored Location	Monitoring Period	Status	Date	Due Date
NJ0000019	Residuals DMR	SI6A SQAR Sample Location	01/01/2002 - 12/31/2002	Available	07/02/2002	03/02/2003
NJ0000019	Residuals Transfer	SI6A SQAR Sample Location	01/01/2002 - 12/31/2002	Available	07/02/2002	03/02/2003
NJ0000019	Residuals WCR - Annual	SI6A SQAR Sample Location	01/01/2002 - 12/31/2002	Available	07/02/2002	03/02/2003
NJ0000019	Surface Water DMR	001A SW Outfall 001A	08/01/2002 - 08/31/2002	Available	07/02/2002	09/26/2002
NJ0000019	Surface Water DMR	001A SW Outfall 001A	09/01/2002 - 09/30/2002	Available	07/02/2002	10/26/2002

This will take you to a screen where you can select the monitored location for the MRF you need to resubmit. Select the appropriate Monitored Location, and then click the “Continue” button.



Select	Permit Number	Monitored Location
<input checked="" type="radio"/>	NJ0000019	001A SW Outfall 001A
<input type="radio"/>	NJ0000019	SI6A SQAR Sample Location

This will take you to a screen where you can select the monitoring report form type (i.e. DMR, WCR or RTR) for the MRF you need to resubmit. Select the appropriate Form Type, and then click the “Continue” button.

Identification
Select a topic...

Guidance Documents
NJPDES
Select a topic...

MRF Tools
Select a topic...

Certification
Select a topic...

Monitoring Report Form Resubmittal Request - Report Type Selection

The following is a list of Monitoring Report Forms available for resubmittal for the selected NJPDES Permit and Monitoring Location. Select the Report Type and Monitoring Period for which you would like to request a MRF spreadsheet.

NJPDES Permit: NJ0000019
Monitored Location: 001A SW Outfall 001A

Select ☐ Report Type
Surface Water DMR

Continue

This will take you to a screen where you can select the monitoring period for the MRF you need to resubmit. Select the appropriate Monitoring Period, and then click the “Request Spreadsheet” button.

Identification
Select a topic...

Guidance Documents
NJPDES
Select a topic...

MRF Tools
Select a topic...

Certification
Select a topic...

Monitoring Report Form Resubmittal Request - Monitoring Period Selection

The following is a list of Monitoring Report Forms available for resubmittal for the selected NJPDES Permit, Monitored Location and Report Type. Select the Monitoring Periods for which you would like to request a MRF spreadsheet.

NJPDES Permit: NJ0000019
Monitored Location: 001A SW Outfall 001A
Report Type: Surface Water DMR

Select ☐ Monitoring Period
09/01/2002 - 09/30/2002
☐ 08/01/2002 - 08/31/2002
☐ 07/01/2002 - 07/31/2002

Request Spreadsheet

A screen will display confirming that a spreadsheet (MRF) has been requested as shown below. Click “OK”.

Identification
Select a topic...

Guidance Documents
NJPDES
Select a topic...

MRF Tools

One or more spreadsheets have been requested. An e-mail notification will be sent out when the spreadsheets are ready to pick up in the MRF Download screen.

OK

At this point, you will be taken back to the “Monitoring Report Form Pending” screen, where the MRF you requested should now show a status of “Requested”.

Monitoring Report Form Pending Folder

The following is a list of the facility's pending Monitoring Report Forms. In order to download a Generated spreadsheet, please click on the Downloaded spreadsheet, please click on the Upload button below or on the Upload link on the menu to the left.

Permit #	Report Type	Monitored Location	Monitoring Period	Status	Date	Due Date
NJ0028479	Residuals DMR	SL2A Sludge Holding Tank	01/01/2014 - 06/30/2014	Requested	10/26/2016	08/30/2014
NJ0028479	Residuals DMR	SL2A Sludge Holding Tank	07/01/2014 - 12/31/2014	Available	09/26/2016	03/02/2015
NJ0028479	Residuals DMR	SL2A Sludge Holding Tank	01/01/2015 - 06/30/2015	Available	09/26/2016	08/30/2015
NJ0028479	Residuals DMR	SL2A Sludge Holding Tank	07/01/2015 - 12/31/2015	Available	09/26/2016	03/01/2016
NJ0028479	Residuals Transfer	SL2A Sludge Holding Tank	01/01/2014 - 01/31/2014	Available	09/26/2016	04/02/2014
NJ0028479	Residuals Transfer	SL2A Sludge Holding Tank	02/01/2014 -	Available	09/26/2016	04/30/2014

The status will change to “Available” when the requested MRF has been generated (please be patient here, this step can take a few minutes). When the MRF does become available, follow the same process detailed earlier in this document to download the MRF to your computer.

Q: Do I need to change the file name of the resubmittal MRF after I download it (since I already downloaded the MRF when I originally submitted it)?

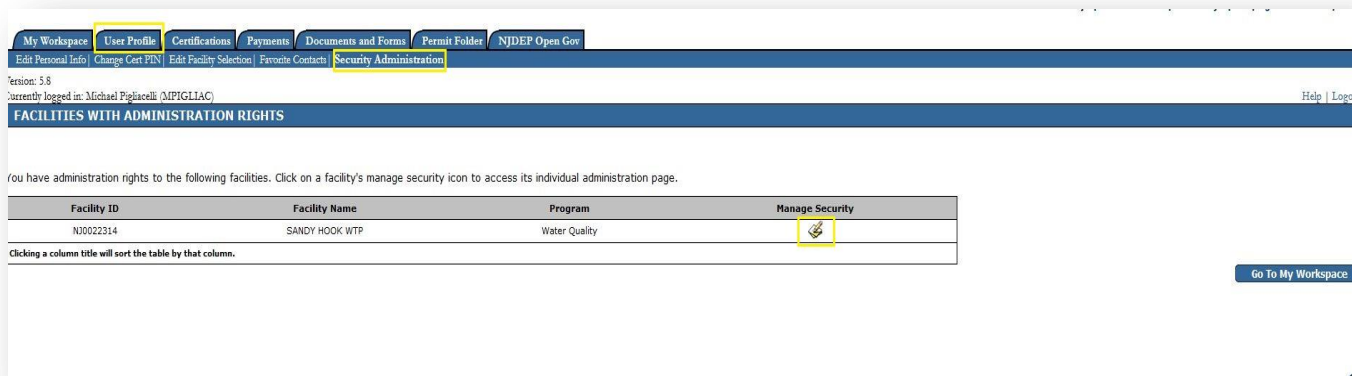
A: No, you do not need to change the file name. When the resubmittal MRF is generated, the system automatically changes the file name so it will not conflict with the original MRF file name you downloaded & submitted previously.

When editing either a resubmittal DMR or WCR for a correction, it is not necessary to completely fill out the entire MRF again. You only need to fill out the parameter row of the spreadsheet where the correction occurs (you must fill out this row completely though, not just the individual cell(s) where the correction occurs). The system will recognize that the MRF is a resubmittal and only review the rows with positive entries. Unfortunately, when editing a resubmittal RTR, you must completely fill out the MRF again.

Any new comments pertinent to the resubmittal can be entered in the “Submittal Form” tab, but changing comments on a resubmittal form will overwrite previously submitted comments, so please be sure to append any new comments to the end of the existing comments.

Facility Administration

Users who are designated by a facility as a “Facility Administrator” have the ability to grant/revoke access to other users who have requested access to a facility’s MRFs (by adding the facility to their user profile as described on pages 4 & 5 above). To reach the “Facility Administration” screen, first click on the “User Profile” tab, then click on “Security Administration”, and finally click on the icon under “Manage Security” for the appropriate facility as shown below:



Q: When I click “Security Administration” I see the screen shown below. Why don’t I have access?



A: If you can’t proceed after clicking “Security Administration”, you do not have Facility Administrator access for any facilities (i.e. you have not been designated by a facility as an Administrator). If you feel that you should be granted Facility Administrator access, you should discuss this with facility representatives, who may then submit an updated “NJPDES Agreement for Electronic Submission of MRFs” form to grant you Facility Administrator access. If you believe that the facility has already designated you as a Facility Administrator, but you still cannot proceed to the Security Administration screen, please contact us at (609) 984-4428 to resolve your access status.

You will be taken to the “Facility Security Administration” screen, where you can grant, revoke, deny or remove access to users who have made requests to access a facility’s MRFs. If you don’t see a user who you would like to grant access to, please confirm that the user has added the facility to their user profile as described on pages 4 & 5 above.

My WorkspaceUser ProfileCertificationsPaymentsDocuments and FormsPermit FolderNJDEF Open Gov

Version: 5.8
Currently logged in: Michael Pigiacelli (MP/IGLIAC)

Help | Logout

FACILITY SECURITY ADMINISTRATION - GRANT/REVOKE ACCESS

Facility Name:
Facility ID:

Use the tool below to manage the users with access to your facility. You can grant access to users who have requested access or revoke access to those who currently have access to your facility.

Available Users: Users who have requested the ability to access your facility.

- Grant Access: Allow access for the role requested.
- Deny Access: Prevent access for the role requested. Request will be removed from the Available Users queue.

Assigned Users: Users who have been granted access to your facility.

- Revoke Access: Access for the role requested will be un-assigned and moved to the Available Users queue.
- Remove: Access for the role requested will be deleted. This item will be removed completely from the page.

Available Users

Select	Name	ID	Phone	Email Address	Access Type
<input type="checkbox"/>	<div></div>	<div></div>	<div></div>	<div></div>	Responsible Official
<input type="checkbox"/>	<div></div>	<div></div>	<div></div>	<div></div>	Individual With Direct Knowledge

Clicking a column title will sort the table by that column.

Check/Clear All

Grant AccessDeny Access

Assigned Users

Select	Name	ID	Phone	Email Address	Access Type
<input type="checkbox"/>	<div></div>	<div></div>	<div></div>	<div></div>	Individual With Direct Knowledge
<input type="checkbox"/>	<div></div>	<div></div>	<div></div>	<div></div>	Responsible Official
<input type="checkbox"/>	<div></div>	<div></div>	<div></div>	<div></div>	Individual With Direct Knowledge
<input type="checkbox"/>	<div></div>	<div></div>	<div></div>	<div></div>	Responsible Official
<input type="checkbox"/>	<div></div>	<div></div>	<div></div>	<div></div>	Facility Security Administrator
<input type="checkbox"/>	<div></div>	<div></div>	<div></div>	<div></div>	Individual With Direct Knowledge
<input type="checkbox"/>	<div></div>	<div></div>	<div></div>	<div></div>	Responsible Official

Clicking a column title will sort the table by that column.

Check/Clear All

Revoke AccessRemove